

**MUNICIPAL CIVIL SERVICE COMMISSION  
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT, NEW YORK**

**OPEN COMPETITIVE EXAMINATION  
FOR  
SENIOR ACCOUNT CLERK**

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**LAST DAY FOR FILING:**  
**JANUARY 4, 2022**  
Exam No. 62-419

**DATE OF EXAMINATION:**  
**FEBRUARY 5, 2022**

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**FILING FEE:** A non-refundable \$15.00 filing fee must accompany your application. Checks and money orders make out to the City of Lockport.

**VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies as they occur in the City of Lockport.

**RESIDENCY:** Every person initially employed by the City of Lockport shall, as a qualification of employment, become a resident of the City of Lockport within six (6) months of the date of initial service for the City of Lockport. During the time of service of such employee, no individual shall cease to be a resident of the City of Lockport.

**SALARY:** Appointment expected at \$36,742-\$43,306/Year

**DUTIES:** This is moderately difficult clerical work involving the independent performance and supervision of financial accounts and record keeping. The work may require a general understanding of specific law, office rules, procedures and policies. The work may require decision making as to methods to be used and classification of records and accounts. Incumbents may supervise and train lower level clerical works. This position differs from Account Clerk by the increased complexity of duties; his/her level of responsibility and the presence of supervisory responsibility. Does related work as required.

**MINIMUM**

**QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid clerical experience involving responsibility for maintaining financial accounts and records.

**NOTE:** Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of experience.

**SUBJECT OF  
EXAMINATION:**

**Name and number checking**

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with

the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

### **Arithmetic computation with calculator**

These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percent's, and to round an answer to the nearest whole number. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

### **Working with office records**

These questions test your ability to work with office records. The test consists of two or more sets of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percent's. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

### **Test guide:**

A Guide for the Written Test for **Higher Level Account Clerical** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

## **USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION**

Candidates are allowed to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. Use of books, cell phones and other reference material is prohibited.

**Applications:** Applications and filing fees must be received by the close of business on the last filing date with the Lockport Civil Service Office, Municipal Building, One Locks Plaza, Lockport NY 14094. Room M-11.

This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations with rating of exams will apply to this test.